United Nations ST/IC/2010/3

Secretariat

8 January 2010

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for General Assembly and Conference Management

Subject: **Availability of official documents to Secretariat officials**

1. The purpose of the present circular is to inform the staff of changes regarding the availability, within the Secretariat, of printed copies of parliamentary documents, Secretary-General bulletins (ST/SGBs), administrative instructions (ST/AIs), information circulars (ST/ICs) and the *Journal of the United Nations*.

2. Effective January 2010, the distribution, within the Secretariat, of printed copies of United Nations documents will be discontinued. All documents will be available on the Official Document System (ODS), the iSeek home page and the United Nations website.

3. Turning the United Nations into a technologically efficient Organization is an important goal, which has been amplified by the commitment of the Secretary-General to reduce the Organization's carbon footprint, and by the exigencies of the capital master plan, which has resulted in the temporary relocation of staff members to various locations around New York City. Electronic versions of documents facilitate storage, retrieval and searching. They contain the same information as the paper versions but have extra electronic features, such as links to every resolution and document cited.

4. In the near future, staff members will be able to sign up for the electronic delivery of United Nations documents by sending their e-mail addresses to the Publishing Section of the Department for General Assembly and Conference Management at documents@un.org. An e-subscription service will be introduced through which staff can indicate which documents they would like to receive electronically.

5. Printed documents remain available for pick up at the Documents Counter. Requests can also be made by e-mail to msu.documentscounter@un.org.

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* The present circular, which will be in effect until further notice, supersedes ST/IC/2002/70 of 1 November 2002.

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